

f. Draft Initial Report

Hereby the proposed approach for reviewing and finalizing the Initial Report - most recent version: [Draft - Initial Report - EPDP with recs line numbered - 1 November 2018.pdf](#).

When	What	By whom	Why
Monday 5 November	Team to flag responses to charter questions and/or preliminary recommendations that need to be considered <i>and why</i> , identifying concerns/issues to be further discussed (as a reminder, all items highlighted in blue will be further considered / reviewed and so need not be raised). This is intended to capture sections requiring additional discussion - specific edits not needed at this point, just a general description of the discussion or re-litigation that is recommended.	EPDP Team members	To allow leadership team & staff plan meeting schedule and topics to be addressed in upcoming meetings.
Tuesday 6 November	Put forward list of outstanding issues & call schedule to address outstanding issues	Leadership Team / Support Team	Plan remaining meetings as well potential additional ones to address issues identified
Wednesday 7 November (at the latest)	Submit specific substantive comments / edits on the mailing list by: <ul style="list-style-type: none"> · Identifying the line number and issue of concern · Put forward proposed changes (factoring in the view points of others and discussions held until date – no reopening of previously agreed upon items) · Outline the rationale for proposed change(s) Submit these by using this google doc: https://docs.google.com/document/d/1SoNTnvvadNQ8nX_-OxN4mts-d-gfLNxT54GXSYGQwEQ/edit	EPDP Team Groups (SG /C/ACs – not individual comments)	Capture and create inventory of specific comments to be reviewed and addressed by the EPDP Team.
Thursday 8 November	Share list of comments that need further review / discussion. Schedule additional calls as needed to review and discuss substantive comments submitted.	Leadership team / Support Team	Develop systematic way for reviewing input provided with the objective of finalizing the Initial Report for publication
Friday 16 November	Publish proposed final version of Initial Report for EPDP Team review. Minor updates (grammatical issues or other) can be flagged off-list to staff for fixing prior to publication.	Support Team	Allow for 'final' review to identify minor issues that should be fixed prior to publication.
Monday 19 November	Publish Initial Report for public comment	Support Team	